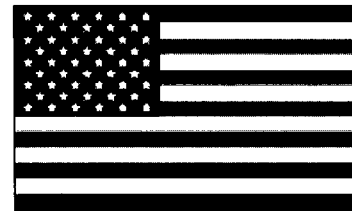




# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Camp Rilea (Warrenton, OR)  
Hillsboro, OR East Portland, OR*



## NOTICE OF VACANCY

1. <u>Announcement Number</u>  <b>T38-11-0063-ID</b>	2. <u>Title, Series, Grade, Salary</u>  <b>Medical Instrument Technologist - Supervisor (Cardiac Catherization Lab) FS GS-0649-010 \$65609 to \$79343</b> Competitive salary commensurate with education and experience as determined by Professional Standards Board	3. <u>Tour of Duty</u>  <b>Mon-Fri (Shift work could be required) Call required</b>	4. <u>Duty Station</u>  <b>Hospital and Specialty Medicine Division, Portland, OR</b>
5. <u>Type &amp; Number of Vacancies</u>  <b>1 -Permanent full time</b>	6. <u>Contact</u>  <b>Human Resources Management Service 503-220-8262</b>	7. <u>Opening Date</u>  <b>1/26/2011</b>	8. <u>Closing Date</u>  <b>2/22/2011</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement in the Cardiology department.

### MAJOR DUTIES:

**Supervisory Medical Instrument Technologist (Cardiac Catherization Lab).** Individuals in this assignment will be responsible to work in concert with the Director of the Catherization Lab and Administrative Director to insure the goals and objective of the service and, therefore the Medical Center are accomplished. They will be responsible for supervising the nurses and technicians in the Cardiac Catherization Lab which includes three registered nurses and five cardiovascular technologists. The incumbent will perform supervisory duties such as assigning work and coordinating recruitment, placement and personnel actions. Will determine the training objectives and develop curriculum and materials to accomplish objectives. The incumbent will monitor the quality control system for the ancillary lab procedures performed in the cardiac cath lab in compliance with the College of American Pathology. The incumbent will also develop instructions for the subordinates to follow in regards to procedural techniques and quality checks on various equipment for the areas being supervised. Will assist the medical staff with or perform diagnostic procedures used to diagnose medical conditions. Will also perform a full range of complex procedures using specialized equipment that requires precise adjustments to respond to individual patient conditions or test sequences. The incumbent will be able to perform a wide range of diagnostic tests and support duties such as collection of blood samples for analysis for research, coagulation studies and blood gas determination. The incumbent may also function in the non-sterile role (circulator) by preparing the vascular access site on the patient, positioning the patient, operating the electric exam table and radiologic equipment, opening sterile supplies and monitoring patient physiologic response to the procedures.

**THIS POSITION IS NOT IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

#### **1. BASIC REQUIREMENTS**

a. **Citizenship.** Citizenship of the United States.

b. **Education.** There are no specific educational requirements for this occupation. Education may be substituted for experience only at the GS-4 and GS-5 levels. See the grade requirements part of this standard for information regarding educational substitutions.

(Continued on next page)



c. **Licensure or Certification.** Licensure or Certification is not required for this occupation; however, it is strongly desirable at GS-6 or above as evidence of possession of the essential knowledge, skills, and abilities. For certain functional areas at the higher levels or supervisory assignments, specific certifications appropriate to the specialty are indicated in this standard under "Titles and Certification/Registrations".

d. **Note:** For all specialties identified in this standard, Basic and Advanced Cardiac Life Support certifications are desirable. Training which does not result in official certification does not meet this definition.

e. **English Language Proficiency.** Medical Instrument Technicians must be proficient in spoken and written English.

**Experience:** **GS-10** At least 1 year of experience comparable to the next lower grade level which demonstrates the knowledge, skills, abilities, and other characteristics related to the duties of the positions to be filled. This would be experience which provided the overall knowledge, skills, and abilities to conduct diagnostic ultrasound examinations in complex and unusual cases. In addition, the candidate must demonstrate the following KSAs:

**Demonstrated Knowledge, Skills, and Abilities**

1. Advanced knowledge of complex and non-standard treatment and examination procedures and techniques.
- \*2. Ability to plan and assist in the establishment of a completely integrated treatment and examination program.
- \*3. Ability to evaluate new products and equipment and make recommendations concerning developments which would improve operations.
- \*4. Ability to manage the fiscal matters of the functions supervised (which would include fund controls, contracts, and equipment expenditures), forecast resource and equipment needs, and administer the allocated budget.
- \*5. Knowledge of and ability to provide the full range of supervisory duties which would include responsibility for assignment of work to be performed; performance evaluation; selection of staff; and recommendation of awards, advancements, and, when appropriate, disciplinary actions.

f. **Certification.** Registration by Cardiovascular Credentialing International (CCI) as a registered Cardiovascular Invasive Specialist (RCIS) is highly desirable. Basic Cardiac Life Support (BCLS) and Advanced Cardiac Life Support (ACLS) certifications are also desirable for employees at this level.

g. **Assignments.** For all assignments above the full performance level, the higher-level duties must consist of significant scope, complexity (difficulty), and range of variety, and be performed by the incumbent at least 25% of the time.

**Supervisory Cardiac Catheterization Technician.** Individuals at this level plan and direct programs at affiliated medical centers and satellite outpatient clinics and have full supervisory responsibility for a large staff of non-supervisory personnel and at least one subordinate team leader or supervisor. Typically these duties include assigning and evaluating the work of subordinate staff resolving problems which may interfere with patient examination or treatment; providing cardiac catheterization technician services in more complex and non-standard cases; evaluating new products and equipment and making recommendations concerning developments which would improve operations; participating as an instructor in the facility's clinical training program; making final decisions on selections based on recommendations from subordinate supervisors or leads; evaluating performance; taking disciplinary action when necessary; and identifying educational or training needs.

**Eligibility:** Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G27) applies and may be reviewed in the Human Resources Management Service Office. Must be a citizen of United States.

**CONDITIONS OF EMPLOYMENT:**

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- All information submitted to this VA Medical Center is subject to verification by VetPro.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.



- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- A drug test may be required for an applicant who is tentatively selected.
- A pre-employment physical examination will be required for an applicant who is tentatively selected.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- [VACareers.va.gov](http://VACareers.va.gov) has descriptions of all Title 38 Jobs and their benefits.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

#### **HOW TO APPLY:**

**All application packets must be received in Human Resources Management Services by Close of Business (COB) by 2/22/2011. Applications may only be received by either of the methods listed below:**

*Applications may be mailed to:*  
 Portland VA Medical Center, P4HRMS  
**Attn: T38-11-0063-ID**  
 PO Box 1034  
 Portland, OR 97207

*Or brought in person to:*  
 Portland VA Medical Center  
 3710 SW US Veterans Hospital Rd  
 Building 16, Room 300 (front desk)  
 Portland OR 97239

#### **Portland VAMC Permanent Employees must submit:**

1. VAF 4078, Application for Promotion or Reassignment
2. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

#### **Other VA Permanent Employees must submit:**

1. VA Form 10-2850c, Application for Associated Health Occupations
2. Resume or CV
3. OF-306, Declaration for Federal Employment
4. Latest SF-50, Notification of Personnel Action
5. Copies of all current licenses
6. Latest performance appraisal

#### **Non VA Applicants must submit:**

1. VA Form 10-2850c, Application for Associated Health Occupations
2. Resume or CV
3. OF-306, Declaration for Federal Employment (January 2001 version or later).
4. Veterans Preference:
  - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
  - b. SF-15, Application for 10-point Veteran Preference (December 2004 version or later)
  - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Copies of all current licenses, registrations, or certifications (applicable to job).
7. **A copy of your college transcripts**



**APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- **It is the applicant's responsibility to submit documentation to support his/her application for this position.** Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**

